Book	Policy Manual
Section	3000 - Business & Non-Instructional Operations
Title	Administrative Regulations For School Fund Raisers and Online Fundraising Campaigns - Crowdfunding
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ADMINISTRATIVE REGULATIONS FOR SCHOOL FUND RAISERS AND ONLINE FUNDRAISING CAMPAIGNS – CROWDFUNDING

The Colchester Board of Education (Board) considers crowdfunding as a fundraiser.

A District professional employee may submit a proposal to benefit the Colchester Public Schools by raising funds or acquiring materials via a crowdfunding platform that has been approved by the Superintendent or his/her designee. The individual proposal shall first be submitted to the building Principal for approval. Once approved by the Principal, the Superintendent or her/his designee will then review the proposal. A decision on the application will be made within 10 business days.

Guidelines

1. No posting of pictures/videos/images of any students. If posting images of staff, all Board policies and administrative regulations must be followed.
2. A file is to be maintained at the school for any crowdfunding request. This file shall contain:
    a. The Principal's fundraising approval form;
    b. The written detail of the projects as well as what is posted on the platform website;
    c. Any photos or images posted with the project;
    d. A copy of all agreements and permission forms; and
    e. Superintendent's approval.
3. Make sure to monitor and take down sites when the event or request is completed.
4. Equipment – If the request involves equipment, either technology or non- technology, preapproval needs to be obtained from:
    a. Assistant Superintendent

b. District Technology Coordinator

c. Maintenance: Contact the Director of Educational Operations and Facilities, as electric and plumbing considerations may need to be reviewed before any equipment is ordered.

5. All non-monetary items (supplies, equipment...) obtained are the property of the District and all inventory procedures apply.

6. All monetary donations should be properly recorded in the school activities accounting system at each school. A line item may need to be set up for a new account if this is a new project. Please note, no school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person.

7. When developing a project, it is necessary to be mindful as to what is being requested. The intent of the request always needs to be followed.

8. If a proposal is successfully funded, the author(s) shall immediately notify the School Office, the District Business Office, and the Superintendent's Office.

9. All gifts, grants, bequests and contributions must be officially accepted by the Board of Education, become the property of the District and, if applicable, will remain in the school where the author(s) was (were) located at time of the grant award.

Denial of Proposal

If the proposal is denied by the Superintendent or her/his designee, s/he will communicate the reason for denial.